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OFFICE OF SECURITY

MONTHLY STATISTICAL REPORT

APRIL 1956

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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Office of Security Monthly Statistical Report
for April 1956

1. This report is being made in a completely revised format pursuant to your request for more graphic statistics reflecting the activities and work loads in the Office of Security.

2. I am sure you are mindful that much of the work of this office is devoted to such matters as security research, liaison, counseling, guidance, etc. which do not lend themselves to statistics. For those activities which are readily reflected by statistics, we have developed a series of tables and charts which show clearance activities, investigative case loads and other security activities relating to personnel control, physical security and training matters.

3. We are continuing to study the problem of also reporting statistically our work loads or accomplishments in connection with special projects. If we are able to develop appropriate statistics on such projects, or other activities in general, they will be added to future monthly reports.

4. Attached hereto are tables and charts reflecting certain activities for the Office of Security for the month of April 1956. Inasmuch as this is the first submittal of this nature, the tables and charts are described in some detail to aid in their interpretation.

Table A STATUS OF OVERT AND SEMI COVERT CASES

This table gives a breakdown of the various types of cases considered for clearances under this category and shows the status of each type of case with respect to the numbers received, processed and pending. Of particular interest to you may be the statistics on T/O Staff Applicants. Because of its importance, this category is listed separately and is limited to only those cases being processed for

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occupancy of I/O slots. The "Other Applicant Type" cases requiring full field investigations include such types as Consultants, Military Assignees, Guards, Char Force, etc. The remaining categories listed under items #2 to #6 as Contact Division (C), Classified Procurement, Technical Contacts, Administrative Support and Miscellaneous are cases handled in support of specific activities and are self explanatory.

Inspection of this table reveals a large increase in receipts of "Applicant Type" cases, resulting in a larger pending load at the end of the month. The processing of the other categories of cases was well ahead of receipts.

Chart #1 WORK LOAD OF OVERT AND SEMI COVERT CASES

This chart shows graphically a comparison by months since the first of the year of the work load which has been imposed on the Office by Overt and Semi Covert Cases listed in Table "A". The chart discloses that the receipts of all such cases have increased monthly since the first of the year with a large upsurge during April. We find this April increase to be consistent with the effects of spring recruiting in past years.

Due to the importance to the Agency of "I/O Staff Applicant" cases, they are shown separately with the number received and number approved each month. The time element in processing does not permit a direct comparison of these figures on a current monthly basis. Those received in a current month are usually reflected in the approvals 60 to 90 days later. The graphs for these two items show steady increases in both receipts and approvals during the year.

Table A-1 STATUS OF FIELD ACTIONS ON OVERT AND SEMI COVERT CASES

The field actions or assignments in investigative work imposed by the Overt and Semi Covert Cases listed in Table "A" are shown by receipts, completions, unassigned and pending cases for all full field investigations and for those cases requiring only name checks of other Agencies' records by our District Field Office.

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This table in conjunction with Table "D", "Status of Covert Cases and Covert Operational Support Activities", described below, reflects statistically the full work load on our field offices.

Table # TIME FACTORS IN PROCESSING OVERT AND SEMI COVERT CASES

This table shows the time which was required to process 289 regular "Applicant Type" cases received from the Office of Personnel. These statistics are limited to Regular Applicant, Consultant and Military Assignee cases received from the Office of Personnel and do not include cases such as Conversions, Focuses, Guards, Char Forces and other "Applicant Type" cases. These latter type cases are excluded because they would distort the statistics, either from the standpoint of requiring very little processing time, such as a Conversion case, or by falling in a secondary priority, such as a Char Force case. The statistics show the average number of days required to process a case completely and they also show the proportions spent in investigation and in appraisal.

An analysis of the processing time of 289 cases segregates them into six separate time periods ranging from less than 30 days to over 150 days. It can be seen from these figures that 28% of the cases were completed in less than 60 days and only 10% were in process over 120 days.

Part 3 of the table shows that 59 "Applicant Type" cases received from the Office of Personnel have not been completed and have been pending in the Office of Security for over 90 days.

Chart #2 PROCESSING TIME OF "APPLICANT TYPE" CASES

This chart affords a monthly comparison in graphic form of the average days which it has taken the Office of Security to complete "Applicant Type" cases, reflecting the time in investigation and the time in appraisal and the relative status by months of those incomplete cases which are over 90 days old.

A satisfactory reduction is disclosed in all of the time factors concerned since the first of the year.

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Table C STATES OF EXECUTIVE ORDER 10450 CASES RECEIVED FROM THE CIVIL SERVICE COMMISSION

This table is substantially the same as the one which has been included in previous monthly reports to you on this subject and is self explanatory.

Table D STATUS OF COVERT CASES AND COVERT OPERATIONAL SUPPORT ACTIVITIES

This table shows the types of cases for Covert Security Clearances, Approvals and Recommendations which were received, processed and pending during the month. It also shows the types of Covert Operational Support activity in which this office is engaged in the domestic support of Agency operations.

The field work reflected in this table is borne by the Office of Security Field Offices. These activities are directed and reviewed by the Office of Security Headquarters Staff, which also conducts the appraisals of covert cases and the granting of clearances or recommendations for approvals on such cases.

The statistics on man hours expended in the field for Covert Operational Support activities are being compiled for the first time. As this information is accumulated, it will be reflected in graphic form. The 1,762 man hours shown for "Miscellaneous Actions" include certain surveillances which are heavy consumers of man hours.

Chart A3 WORK LOAD OF COVERT CASES AND COVERT OPERATIONAL SUPPORT ACTIVITIES

The work loads in the categories mentioned above and listed in Table "D" are reflected graphically in this chart to give a monthly comparison of the number of cases received for action.

Table E CONTROL, SUPPORT AND SERVICE OF COVERT ACTIVITIES

The first two items in this table reflect the work imposed on this office by other agencies through the reciprocal working relationship between CIA and other investigative agencies in the exchange of investigative information.

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Items #3 and #4 in this table show the number of interviews and reviews of files resulting from administrative and personnel actions in the Agency.

The remaining items, #5 to #9, reflect those activities of a control nature which are subject to presentation as statistics.

The statistics on training activities are self explanatory.

Chart #4 NUMBER OF SECURITY PERSONNEL RECEIVING TRAINING

This chart affords a comparison of the number of Office of Security personnel who have received training during each month since the first of the year. It can be seen that the number for each month is well over 5% of headquarters personnel strength of this office.

Table F PHYSICAL SECURITY ACTIVITIES

This table is self explanatory.

Sheffield Edwards
Director of Security

Attachments:

Tables A thru F
Charts #1 thru #4

OS:CFH/sjf (5-12-56)

Distribution

Orig & 1 - Adse
1 - A&TS
1 - Activities file
1 - Chrono

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OFFICE OF SECURITY
STATUS OF OVERT AND SEMI-COVERT CASES
Month of April 1956

TYPE OF CASE	PEND Beg of Mo	RECD Dur Mo	PROCESSED				Total	PENDING	
			Appd	Dis- Appd	Can- celd	Other Actn		Defd	Reg
1. APPLICANT TYPE									
a. T/O Staff Appli- cants	853	567	245	14	52	22	333	15	1072
b. Other full fld. inves.	468	407	83	5	16	56	160	0	715
Totals	1321	974	328	19	68	78	493	15	1787
2. CONTACT DEV. OO									
a. Citizens	578	321					392		507
b. Aliens	4	46					49		1
Totals	582	367					441		508
3. CLASSIFIED PROCUREMENT	387	136					179		344
4. TECHNICAL CONTACTS	38	3					12		29
5. ADMINISTRATIVE SUPPORT	38	9					22		25
6. MISCELLANEOUS	36	13					10		39
Totals	499	161					223		437
GRAND TOTALS	2402	1502					1157	15	2732